



Embassy of the United States of America

Kyiv, Ukraine
April 6, 2010

Dear Prospective Quoter:

SUBJECT: Solicitation Number SUP300-10-Q-0002, Packing and Shipping Services

The Embassy of the United States of America invites you to submit a quotation for ***Packing and Shipping Services for US Embassy Kyiv, Ukraine***. The Embassy intends to award multiple contracts for these services.

A pre-proposal conference has been scheduled for April 16, 2010 at 14:00 at the U.S. Embassy General Services Office, 4 Glybochitska St., "Artem Business Center", 4th floor.

The offerors that are interested in bidding and attendance of the Conference should contact the Procurement and Contracting office of the American Embassy, tel. 490-4308, fax 490-4085 for registration. It is highly recommended to attend the Conference, to study the Solicitation before the Conference and prepare all questions for it.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer Connie Oestreich on or before 17:00 on April 30, 2010. No quotations will be accepted after this time.

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation in writing to Connie Oestreich, Contracting Officer. Questions must be written in English and may be sent to email address OestreichCE@state.gov or to fax number 490-4085. All questions must be received in writing and will be answered in writing after the pre-proposal conference.

Sincerely,

Connie Oestreich
Contracting Officer

